

SECRET

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21 AUG 1975

REVIEW STAFF

75-2675

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting with House Select Committee Staff Member

1. The Director of Personnel, Mr. F. W. M. Janney; the Executive Assistant to the Director of Personnel, Mr. [REDACTED] and the Chief, Transactions and Records Branch, Mrs. [REDACTED] met with Miss Emily Sheketoff of the House Select Committee Staff at 9:00 A.M. on 21 August 1975. The meeting lasted about 75 minutes.

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2. Miss Sheketoff was interested in understanding how detailees to the National Security Council, for instance, were arranged and what role the Office of Personnel played.

a. Secretarial/Clerical

Mr. [REDACTED] explained that when we were asked to nominate a person for a secretarial position at NSC, he went to the principal personnel officers in the various Agency Directorates for nominees. If they did not have a nominee, he would go to the Chief, Clerical Staffing Branch for a secretary or clerk who had just entered on duty with the Agency. We then reviewed the folder, etc., to determine if the person met the qualifications. The individual would then be sent over to the NSC for an interview. After some security checks on the part of the National Security Council, they would be detailed to that organization.

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b. Professional

Mr. Janney explained that the selection of professional officers for detail out of the Agency did not originate usually with the Office of Personnel and that it differed in each case. He explained the role of the individual career services in reviewing names of officers who might meet the criteria and how prior planning might take place, such as in the case of when a person had completed two years or more on a particular detail. The developmental aspect was explained to Miss Sheketoff, as well as the Agency's interest in not allowing people on detail to become dead-ended.

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3. Miss Sheketoff was interested in what connection detailees such as the NSC secretaries had with CIA. Mr. [ ] explained that we do insure that fitness reports are received on a timely basis. The reports are then placed in the Official Personnel Folder with a copy going to the career service concerned. There was a digression here in which Mr. Janney explained the role of OP in maintaining the Official Personnel Folder and how OP also might keep records such as indebtedness separately so as not to harm an individual employee's career. We further explained to her that the secretaries' only contact with the Agency was with the Clerical Staffing Branch and that for purely administrative matters such as time and attendance. Miss Sheketoff then inquired to whom these secretaries would go if there was something in their work activities that concerned them. She was told that these girls were completely under the command structure of the National Security Council and that they would no doubt take their concern to one of their superiors in NSC.

4. Miss Sheketoff then asked a question about a detail to "the Department of Forestry" (sic). All three of the OP representatives present denied any knowledge of any details to that activity. She mentioned parachutists, and it was suggested that if the Forest Service wanted parachutists, these are more obtainable and more skilled from the Army at Fort Benning, Georgia. She opined that we would not be aware of an Agency employee under cover assigned to Forestry. We explained that any detailee, cover or not, to another Government agency would be part of the detailee list and that the Agency did not have employees detailed unbeknownst to the Government agency involved.

5. There was a discussion between the Director of Personnel and Miss Sheketoff on the numbers of employees detailed back to 1972. She was expressing some interest in having names related to every single number. Mr. Janney explained that this would be a rather difficult and lengthy process and suggested that if she had a specific question concerning who, for instance, was detailed to Air Force in 1972, we could perhaps come up with that name in a fairly short time.

6. She asked about the role of the Military Personnel Branch. We explained that it was a fairly small organization, the Chief of which was a civilian employee who was also a retired military officer. Further, we had two or three enlisted men and two civilian clerks in MPB who had once been in the military. She immediately agreed that it was very reasonable to have only people in MPB who had military backgrounds. She asked whether MPB played any role in the detail out of civilians to military organizations. Our answer was no; they handle only the detail in of military personnel, and the requisitioning of same from the Armed Forces was explained to her.

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7. Miss Sheketoff was apparently confused in how clericals might be selected for details to other agencies. This was based on a discussion yesterday with Miss [redacted] who had been at NPIC prior to being detailed to NSC. Miss [redacted] apparently stated that her name had been surfaced as a possibility for NSC based on a survey. It was explained that each career service may have their own way of doing it, but we did not survey the Agency to find out how many people were interested in details. On the general matter of surveys, Mr. Janney explained that the IG Staff, the Audit Staff, and the Position Management and Compensation Division of OP were concerned with surveys throughout the Agency.

8. The meeting was friendly and the biggest problem was communication. Miss Sheketoff does not understand the role of the individual career services in monitoring their people and how the career services may differ in some respects.

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[redacted]  
F. W. M. Janney  
Director of Personnel